

Research Analyst

About the Education Achievement Authority: Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter.

JOB TITLE: Research Analyst

REPORTS TO: Associate Chancellor

Summary of Position:

The Education Achievement Authority is looking for a research analyst to contribute towards the strategic initiatives of the organization. This individual will be responsible for synthesizing, analyzing and developing policy that is complex in nature. She/he will strive to improve the efficiency of the district by supporting the redesign of current workflow management procedures. She/he will manage projects with significant policy impact on both the educational and operational goals of the school system that involve coordination of other offices and divisions.

Minimum Qualifications:

- Graduation from an accredited college with a baccalaureate degree and two (2) years of full-time paid supervisory, administrative, consultative, managerial or executive experience of a nature appropriate to the duties of the position, such as project management, policy analysis, urban planning, journalism, education administration or equivalent, or four (4) years of full-time paid experience as assistant to an executive in one of the fields described above; or
- A satisfactory equivalent combination of post baccalaureate education and/or experience.
- Experience in an urban school district is preferred.
- Creative problem solver with the ability to perform critical analysis around important issues.
- Ability to prepare written reports and presentations clearly and concisely.
- Attentive to detail, extremely well organized and able to meet frequent and changing deadlines

Responsibilities and Essential Functions:

The Research Analyst's responsibilities will include, but not be limited to the following:

- Prepares short- and long-range plans and projects as it relates to mission critical policies. Creates timelines, milestones and deliverables and follows up on same. Develops relevant policy briefs that inform issues that are critical to the success of important instructional and support services program initiatives of the Chancellor.
- Participates in the decision-making process regarding mission critical policies. Participates in policy meetings with representatives of the Chancellor's leadership team.
- Interfaces with cabinet members or their designees on cross-functional work in relation to policy development and policy implementation plans.
- Works closely with cabinet members or their designees on the coordination and preparation of reports and materials for decision-making meetings, project management updates and regularly scheduled meetings of the senior leadership team.

Filing Deadline: Posted until filled

Salary: Commensurate with experience

Length of work year: Twelve (12) Months

Effective Date: August 25, 2014

Method of Application: All interested candidates should submit a current resume via e-mail to:

eaajobs@eaaofmichigan.org

The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.